GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

April 8, 2024
ADM 3490.1

GSA ORDER

SUBJECT: Baseline Minimum Security Standards in Federally Owned Facilities under the Jurisdiction, Custody and Control of the U.S. General Services Administration

1. Purpose. This order establishes baseline minimum security standards in federally owned facilities under the jurisdiction, custody and control of the U.S. General Services Administration ("GSA") (collectively, "GSA's federally owned facilities") for video surveillance systems ("VSS") and intrusion detection systems ("IDS").

2. Background. The GSA Office of Inspector General ("OIG") conducted a security audit of GSA's federally owned facilities (OIG Audit - A210033/P/5/R22006), the purpose of which was to identify those facilities that did not meet the necessary level of protection ("NLOP") as outlined in Appendix B to the *Interagency Security Committee Risk Management Process*. OIG identified multiple buildings that had inoperable VSS and IDS (collectively, "security equipment") that failed to meet the NLOP. OIG also reported that the agency did not have the necessary maintenance agreements in place to provide operation and maintenance services for these security systems. In accordance with the *Interagency Security Committee Risk Management Process (2022)*, it is the responsibility of the occupant agency in a single-occupant facility and the Facility Security Committee ("FSC") in a multi-occupant facility to provide the necessary funding for the installation, operation, maintenance, repair, and replacement of these security equipment items. For purposes of this order, the term "security equipment" is expressly limited to the VSS and IDS in the common areas and exterior of the facility.

Responsibility for security equipment is also addressed in a Memorandum of Agreement by and between the U.S. Department of Homeland Security and GSA dated April 27, 2023 (the "MOA").

(a) Under the MOA, in existing facilities, the U.S. Department of Homeland Security - Federal Protective Service ("FPS") is responsible for the concept design, installation, testing, maintenance, repair, and lifecycle replacement of the security equipment approved by the FSC or the occupant agency in a single-occupant

agency facility and funded by the occupant agency or agencies.

(b) For new construction and major repairs and alterations, GSA, in coordination with FPS, is responsible for purchasing and installing the security equipment that is approved by the FSC or the occupant agency in a single-occupant agency facility and funded by the occupant agency or agencies, as part of the project. Upon completion of the project, GSA transfers custody and control of the security equipment, as well as responsibility for its operation, maintenance, repair, and collection of funds for the operation, maintenance and repair of this equipment, to FPS.

(c) For projects below the prospectus threshold, FPS is responsible for purchasing and installing the security equipment (excluding Physical Access Control) approved and funded by the occupant agencies through the FSC or the occupant agency in a single-occupant agency facility. GSA coordinates with FPS during the design phase and acquisition process to confirm the compatibility and interoperability of the equipment. [1]

3. Scope and Applicability. This order applies to all of GSA's federally owned facilities and the VSS and IDS installed by either FPS or GSA, as applicable, and operated, maintained and repaired by FPS. This order is not intended to and does not interfere with or impede the legal authorities or independence of the OIG.

4. Policy. GSA has established new baseline minimum security standards for the VSS and IDS outlined in Appendix B: Countermeasures to the *Interagency Security Committee Risk Management Process*, specifically, section B.7.6 entitled "Security System Criteria," pages 81 through 100 (2022 Edition). This is inclusive of the following Security Criteria:

- Page 81) Security Criterion: VSS Coverage
- Page 85) Security Criterion: VSS Monitoring and Recording
- Page 87) Security Criterion: Security Control Center
- Page 88) Security Criterion: VSS Surveillance Advisory
- Page 89) Security Criterion: IDS Coverage
- Page 92) Security Criterion: IDS Monitoring
- Page 94) Security Criterion: Security System Integrity
- Page 97) Security Criterion: Emergency Power for Security Systems
- Page 98) Security Criterion: Security System Testing
- Page 100) Security Criterion: Security System Maintenance.

[1] Existing buildings are defined in the Glossary of Terms in 'The Risk Management Process, An Interagency Committee Standard, Edition 2021, as "A facility that has already been constructed or for which the design & construction effort has reached a stage where design changes may be cost prohibitive." For new construction and major repair and alteration projects, those are typically prospectus projects where the scope of work addresses any necessary security equipment.

Such standards may be revised as necessary. GSA evaluates the functionality of the existing security equipment in its facilities by reviewing the most recent Facility Security Assessment ("FSA") in coordination with FPS. In light of the OIG report and based on GSA's review of the FSAs, GSA has determined that the VSS and IDS in the common areas and exterior of the facilities must be present, operable and maintained in accordance with Appendix B to the Interagency Security Committee Risk Management Process and that doing so is critical to the safety of persons in the facilities or on the property and the security of facilities. FSCs and the occupant agency in a single-occupant facility will no longer have the ability to accept the risk if these security systems are not maintained and functioning as designed to meet the NLOP of the facility.

5. Responsibilities. Occupant agencies, for both single-occupant and multi-occupant facilities, are responsible for providing funds to maintain and update the security equipment in GSA's federally owned facilities to meet the NLOP of the facility as outlined in the applicable sections of Appendix B to the *Interagency Security Committee Risk Management Process*. This will require proactive and close coordination with GSA and FPS to identify deficiencies outlined in the most recent FSA provided by FPS, and to plan for funding and upgrading the security equipment, as necessary. Funding must be provided by the occupant agencies or single-occupant agency, as applicable, to FPS for the lifecycle costs associated with the security equipment, including installation, operation, maintenance, updates, repair, and replacement.

No later than 90 days after this order is signed, GSA, in conjunction with FPS, will begin to evaluate the status of all VSS and IDS at GSA's federally owned facilities.

6. Authorities. 6 U.S.C. § 232 - Functions of Administrator of General Services and part 102-81 - Physical Security of the Federal Management Regulation, 41 C.F.R. part 102-81.

7. Signature.

/S/_____
Robin Carnahan
Administrator